

Job Posting – Marketing Coordinator: Private Markets

1.8.2016

KZF Design, a 60 person full service design firm, is seeking a Marketing Coordinator with a specific focus on the Private-sector client base. This position will support firm executives, market leaders and the business development team in preparing a wide variety of proposals, prequalification documents, marketing collateral and sales presentations, among other responsibilities. The Marketing Coordinator has responsibility for the private-sector Commercial/Industrial and Workplace Design market sectors – serving private developers, contractors, real estate professionals, brokers, retail, industrial, manufacturing, warehouse/distribution, corporate office/workplace, financial sector and legal clients.

Responsibilities:

- § As part of the marketing team, coordinates and oversees proposal development process for assigned pursuits, working with SVP/Market Leaders/Business Development team to determine partners, projects and staff required as well as final document output.
- § Develop, organize, update and format marketing collateral (resumes, project sheets, project lists, etc), while maintaining consistency, quality and corporate branding.
- § Maintenance of marketing logs and database information systems in Salesforce and CRM.
- § Coordinate other marketing, communication and business development efforts as needed.
- § Ability to work with designated staff in design and implementation of formats for Statements of Qualification, proposals, government forms, reports, advertisements, exhibits, displays and related collateral materials.
- § Provide support for all marketing, sales and public relations efforts.
- § Support and coordinate trade shows and other industry events.

Qualifications:

- § Ideal candidate will have, at a minimum, a bachelor degree with a focus in Marketing, Communications, Business or related field.
- § Experience preparing proposals for the Architecture/Engineering/Construction industry.
- § The ideal candidate should have a minimum of three years of marketing and proposal writing/coordination experience.
- § Strong writing and graphic skills are a must – and excellent communications, interpersonal and time management skills preferred.
- § Experience in MS Office Suite and Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat) software packages.
- § Experience with CRM, Salesforce or compatible software skills are a plus.

This is a great time to join an established multi-disciplinary Architecture and Engineering firm with a growing team of design professionals. Excellent salary and benefits. KZF Design is an Equal Opportunity Employer. No recruiter calls please.

Visit www.kzf.com/careers for more information. Please email cover letter and resume to resumes@kzf.com.

About KZF Design

KZF Design is an interdisciplinary design firm whose professionals are dedicated to helping our clients achieve their strategic goals. We are focused on delivering high performance projects in both the public and private sectors, with specific expertise in Education, Transportation, Commercial, Industrial, Government, Justice and Workplace design.

We Believe in the Promise of Design.

We Deliver on the Promise.

We are one of the Midwest's premier design firms with over 60 staff in downtown Cincinnati. For 60 years, our award-winning designs and technical expertise have contributed to the built environment and created regional landmarks across the US and internationally.

Significant projects of recent note include services provided to the following projects and clients: Ohio State University, University of Cincinnati, Northern Kentucky University, Great American Insurance Group, the Contemporary Arts Center and Cincinnati Art Museum, United States Army, Air Force and Navy, US Department of Justice, Zumbiel Packaging, Greater Cincinnati MSD, the City of Cincinnati and Butler, Clermont, Hamilton and Warren Counties.

Visit us on the web at www.kzf.com.